



UNITED STATES MARINE CORPS

MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 5000.2A
BADJ

23 APR 1998

BASE ORDER 5000.2A

From: Commanding General
To: Distribution List

Subj: "BY DIRECTION" SIGNATURE AUTHORITY

Ref: (a) SECNAVINST 5216.5D

Encl: (1) List of Billets Authorized "By direction" Authority

1. Purpose. To promulgate instructions on authority for "By direction" signatures.

2. Cancellation. BO 5000.2.

3. Background. Routine correspondence may be signed "By direction" of the Commanding General so long as it does not pertain to:

- a. Policy;
- b. Changes to the command's mission that are addressed to higher authority;
- c. Congressional correspondence;
- d. Disapproval of a subordinate commander's recommendation;
- e. Discharge of individuals;
- f. Correspondence which, by law or designated by higher headquarters, must be signed by the Commanding General.

4. Routine correspondence in response to the offices of flag and general officers may be signed "By direction," only if the incoming correspondence was signed "By direction," and the reply thereto does not disapprove or deny any request contained in the correspondence from the flag or general officer.

5. Persons temporarily filling any of the billets listed in enclosure (1) are authorized "By direction" signature authority, but only for the temporary period for which they are assigned.

23 APR 1998

6. Action. Per the reference, the billet holders listed in the enclosure are authorized to sign correspondence "By direction" of the Commanding General with respect to routine matters pertaining to their primary tasks and duties, unless such authority is restricted or withdrawn by the individual's supervisor. This authorization will remain in effect unless revoked in writing.

7. Summary of Revision. This Order is revised to show a complete list of all billets authorized to sign "By direction."

8. Copies of all correspondence signed "By direction" will be forwarded to the Base Adjutant on a weekly basis for inclusion on the "By direction" Read* Board.

9. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


RAY L. SMITH

DISTRIBUTION: A less CAT IV

23 APR 1998

LIST OF BILLETS AUTHORIZED "BY DIRECTION" SIGNATURE AUTHORITY

Assistant Chief of Staff, Management Support Department
Deputy Assistant Chief of Staff, Management Support Department

Assistant Chief of Staff, Environmental Management Department
Deputy Assistant Chief of Staff, Environmental Management
Department

Assistant Chief of Staff, Facilities Department
Deputy Assistant Chief of Staff, Facilities Department
Facilities Management Officer
Base Maintenance Officer
Director, Utilities Branch, Base Maintenance Division
Director, Family Housing Division
Director, Bachelor Housing Division
Public Works Officer

Assistant Chief of Staff, Logistics Department
Deputy Assistant Chief of Staff, Logistics Department
Operations Officer, Logistics Department
Base Motor Transport Officer
Contracting Officer, Logistics Department
Supervisor Contract Specialist, Logistics Department

Assistant Chief of Staff, Manpower Department
Deputy Assistant Chief of Staff, Manpower Department
Base Adjutant
Base Military Personnel Officer

Assistant Chief of Staff, Morale, Welfare and Recreation
Department
Deputy Assistant Chief of Staff, Morale, Welfare and Recreation
Department
Operations Officer, Morale, Welfare and Recreation Department
Comptroller, Morale, Welfare and Recreation Department

Assistant Chief of Staff, Training, Education, and Operations
Department
Deputy Assistant Chief of Staff, Training, Education, and
Operations Department

ENCLOSURE (1)

23 APR 1998

Assistant Chief of Staff, Installation Security and Safety
Department

Deputy Assistant Chief of Staff, Installation Security and Safety
Department

Assistant Chief of Staff, Comptroller Department

Deputy Assistant Chief of Staff, Comptroller Department

Assistant Chief of Staff, Reserve Affairs Department

Assistant Chief of Staff, Human Services

Deputy Assistant Chief of Staff, Human Services

Command Inspector

Deputy Command Inspector

Command Chaplain

Base Staff Judge Advocate

Deputy Staff Judge Advocate

Legal Administrative Officer

*Commanding Officer, Marine Corps Service Support Schools

*Commanding Officer, Marine Corps Engineer School

*Commanding Officer, School of Infantry

*Authorization is for temporary additional duty or permanent
change of station orders for student personnel only

ENCLOSURE (1)

BO 5000.2A
23 APR 1998

Assistant Chief of Staff, Installation Security and Safety
Department
Deputy Assistant Chief of Staff, Installation Security and Safety
Department

Assistant Chief of Staff, Comptroller Department
Deputy Assistant Chief of Staff, Comptroller Department


Assistant Chief of Staff, Reserve Affairs Department

Assistant Chief of Staff, Human Services
Deputy Assistant Chief of Staff, Human Services

Command Inspector
Deputy Command Inspector

Command Chaplain

Base Staff Judge Advocate
Deputy Staff Judge Advocate
Legal Administrative Officer

 Director, Quality Management Division

*Commanding Officer, Marine Corps Service Support Schools

*Commanding Officer, Marine Corps Engineer School

*Commanding Officer, School of Infantry

*Authorization is for temporary additional duty or permanent
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ENCLOSURE (1)
Ch 1 (MAY 07 1998)